



RECRUITMENT #: 06-H31-SNL

OPENING DATE: May 12, 2006

CLOSING DATE: Continuous Until Filled

Administrative Specialist I *(Seasonal Position)*

Location:

**Division of Management Services
Human Resources
Charles Debnam Building
1901 North DuPont Highway
New Castle, DE 19720**

SUMMARY STATEMENT: This position is part of a team that provides clerical support for the Applicant Services section of Human Resources. The candidate will answer phones, assist walk in applicants, research applicant inquiries, copy, file, shred, mail, and enter applicant data into a spreadsheet in a high volume, fast paced environment.

Additionally, this position will provide back-up coverage for the mail courier service. This will involve sorting mail and delivering it to various DHSS offices through out New Castle County, including the City of Wilmington, driving a State owned van and/or car. This coverage is approximately one month per year on an as needed basis.

MINIMUM QUALIFICATIONS: Applicants must have education, training, and/or experience demonstrating competence in the following areas:

1. Experience in office operations.

Please detail your experience in office operations to include operating office machines; handling incoming and outgoing mail; postal and shipping services; answering phones, directing calls and taking messages; file maintenance; maintaining and updating supplies.

2. Experience in the use of standard computer software programs for word processing, spreadsheets or databases.

Please detail your experience for each of the following: Experience in a computer software program for at least one of the following is required to meet the minimum qualifications.

- a) Creating word processing documents using a standard software package such as Word. Include the name of the software package(s) used and describe all your experience using word processing activities performed such as adjusting margins, tabs, centering text, spell check, cut/paste, formatting, creating tables/columns, graphics, merging information from various documents. Describe all your experience in composing correspondence using software package(s).
- b) Creating and maintaining databases using a standard software package such as Access. Include the name of the software package(s) used and describe all your experience using database activities performed such as create/print reports; design, create and edit file structures; sort/filter tables; create/modify queries; create relational tables; customize reports; create macros, sub forms and compacting data; perform calculations and embedding objects. Describe all your experience in creating and maintaining database(s) as the sole staff support.
- c) Creating and maintaining spreadsheets using a standard software package such as Excel. Include the name of the software package(s) used and describe all your experience in using spreadsheet activities performed such as formatting/recording/arranging data and creating charts/graphs, developing formulas for calculations, using macros, linking spreadsheets and developing reports. Describe all your education, training and/or experience in creating and maintaining spreadsheet(s).

3. Experience in data collection.

Please detail your experience in data collection, collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff and others.

4. Knowledge of creating reports.

Please list/detail your education, training and/or experience in creating reports to include combining and presenting data from multiple sources in an organized format.

5. Ability to lift, stack and carry packages or equipment weighing up to 30 pounds.

LICENSES, REGISTRATION AND/OR CERTIFICATIONS: Possession of a valid driver's license at the time of appointment and during tenure in the class if required by job assignments.

RATE OF PAY: \$12.28/hour

LENGTH OF ASSIGNMENT: Length of assignment is dependent on workload. It is currently estimated that this assignment will last up to one year.

HOURS OF EMPLOYMENT: 37.5 hour per week; Monday through Friday from 8:00 a.m. to 4:30 p.m. with a one hour lunch.

BENEFITS: No benefit package is available for this position.

APPLICATION REQUIREMENTS AND CONTACT PERSON: Submit a completed State of Delaware application to:

**Division of Management Services
Human Resources
Charles Debnam Building
1901 N. DuPont Highway, New Castle, DE 19720
Phone: 302-255-9100
Or
Fax to 302-255-4415**

**THE STATE OF DELAWARE IS AN AFFIRMATIVE ACTION
AND EQUAL OPPORTUNITY EMPLOYER.**